SERVICE INSTRUCTION

Premium Sliding Patio Door Screen Handle Rotation

These instructions apply to:

Pella® 150 Series 02/2020 - Current (East)
ThermaStar by Pella® 2003 - 03/2021 (East)
ThermaStar by Pella® 2003 - 10/2008 (West)
Encompass by Pella® 02/2008 - Current (East)
Encompass by Pella® 02/2008 - 10/2008 (West)
Pella® 350 Series 2010 - 04/2021

Tools Required:

- Phillips screwdriver

NOTE: Remember to work safely while doing any maintenance repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

1 Remove the Handles:

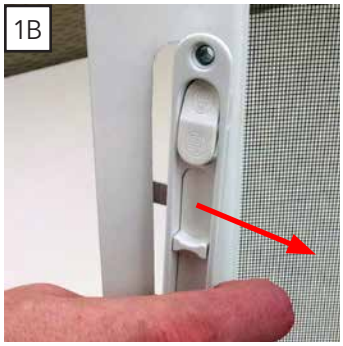
A. **Remove the two Phillips head screws.**

NOTE: Hold both halves of the handle as you remove the second screw to keep the handles from falling.


1A

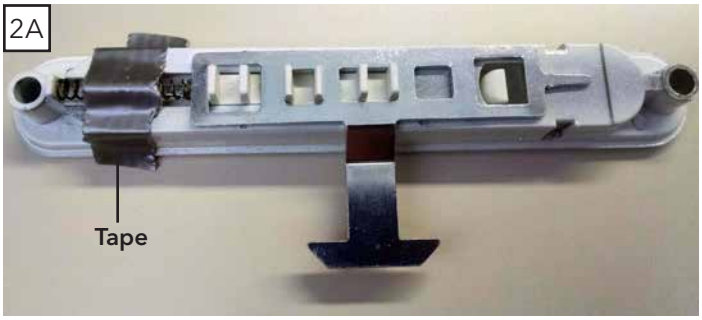
B. **Remove both handles from the door.** To remove the interior side handle rotate the side away from the latch out, place the interior handle on a flat work surface with the spring and latch facing up. Place the exterior handle in a safe place.


1B


1B

2 Rotate the Latch:

A. **Place a piece of tape across the spring** to hold it in place while the latch is removed.

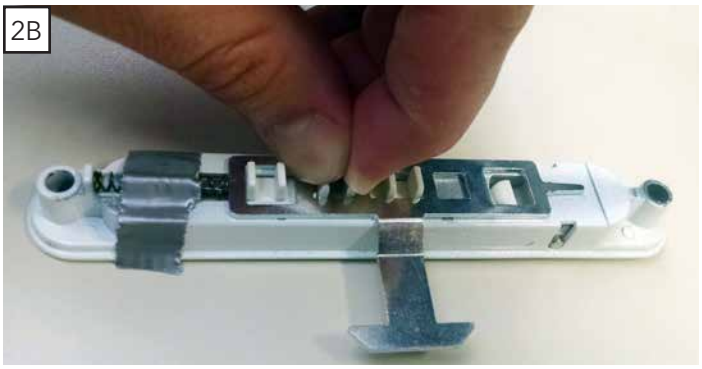


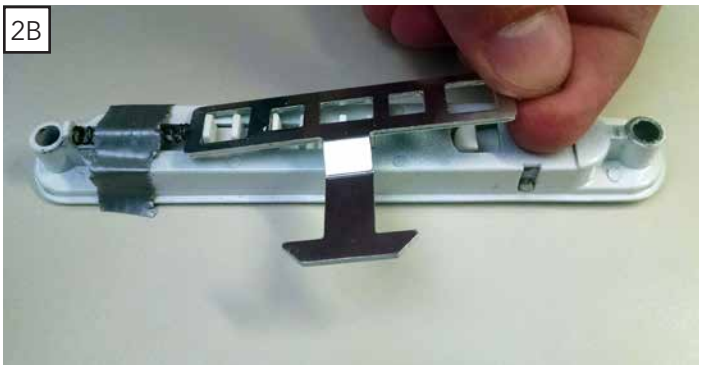
2A

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2 Rotate the Latch (Continued):

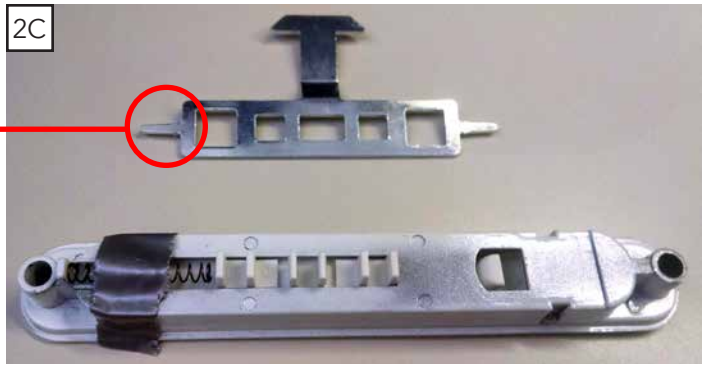
B. **Gently pinch the center plastic tabs** as shown and lift the latch off the handle.





C. **Rotate the latch 180 degrees counterclockwise** and orient it so the latch is on the opposite side of the housing.

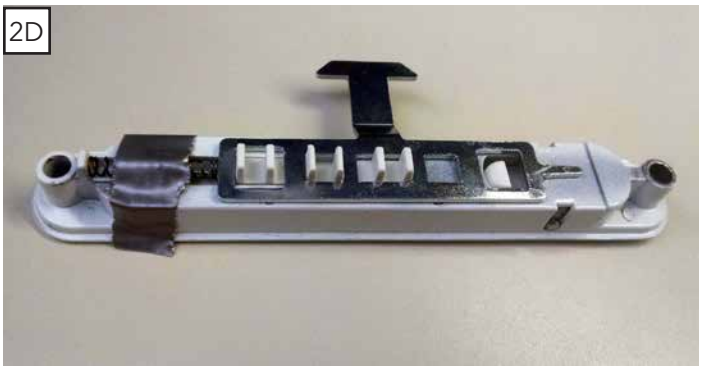
This end is inserted into the spring in step 2D.



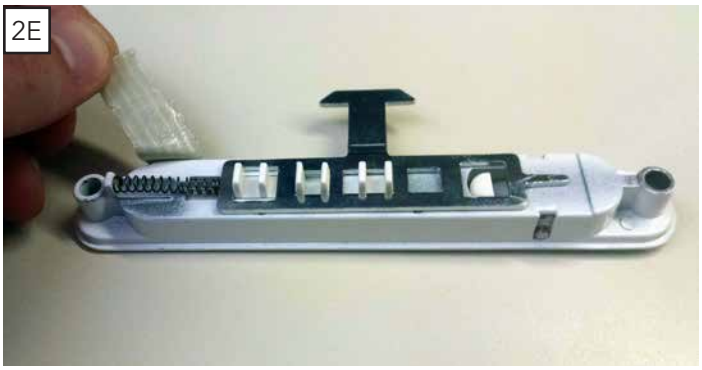
D. **Place the end of the latch** into the spring and press the latch back onto the housing.

NOTE: Make sure the center set of plastic tabs snap securely onto the latch. The same side of the latch should still be facing up.





E. **Remove the tape securing the spring.**



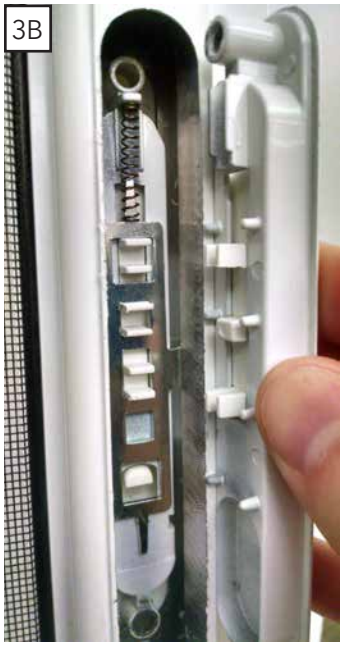
3 Install the Handles:

A. **Insert the latch** into the screen frame by rotating the latch in first so it is aligned to protrude out the end of the frame.

NOTE: The opposite side of the latch housing should now be oriented towards the top of the screen.



B. **Place the exterior latch housing** on the screen ensuring the three (3) prongs fit inside the three (3) clips on the interior side handle.



C. **Hold the two handle housings together** and re-insert both screws. Tighten the screws until they are snug. DO NOT over-tighten.





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